

**AIHW**



# e-Recruit User Guide

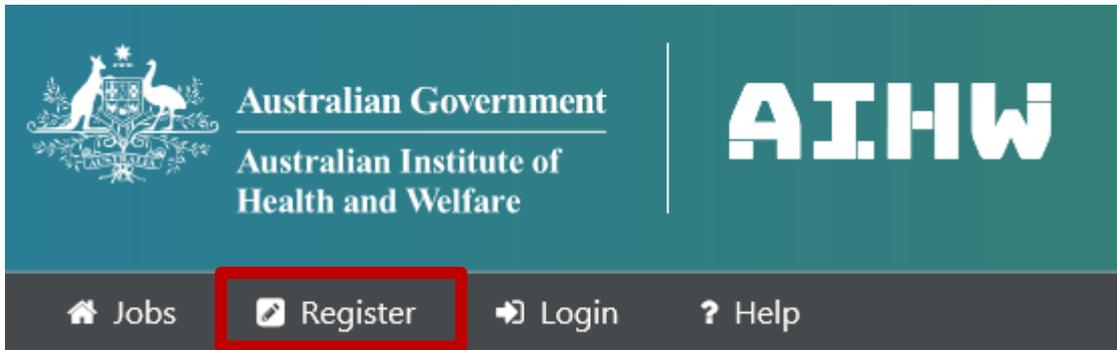
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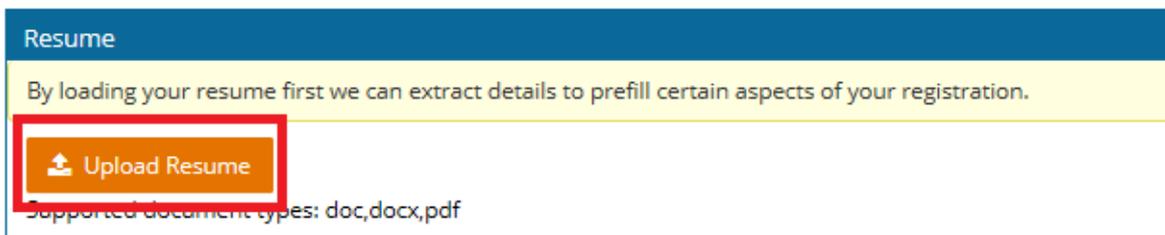
## How to register for e-Recruit

In order to use e-Recruit you will need create an e-Recruit account ensuring to complete all of the required fields and upload a current version of your resume. To access e-Recruit please visit the Careers page on the AIHW website and select **view vacancies**.

1. To begin, select register, which will open the e-Recruit registration page.



2. Upload a current version of your resume, by selecting '*upload resume*'. Quality check your document to ensure that there are no visible track changes.



3. Record your personal details, noting all fields with an (\*) is a mandatory field.

Personal Details	
* Title	Please Select <input type="button" value="v"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
Preferred Name	<input type="text"/>
* Surname	<input type="text"/>

4. Indicate if you are an existing or a previous AIHW employee

**Employment Details**

\* Are you a current employee of AIHW

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\* Are you a previous employee of AIHW

5. Create your username, password and register an email address where you will receive all communication via e-Recruit and the AIHW.

**Note:** When creating your password it must be between 8-20 characters and must:

- contain at least one (1) upper case letter
- contain at least one (1) lower case letter
- contain at least one (1) number

**Your password cannot contain your 'username' or the word 'password'**

**Sign-In Details**

\* Username

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\* Password

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\* Confirm Password

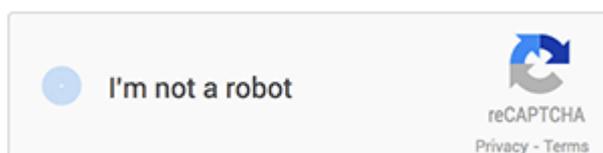
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\* Email

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\* Confirm Email

6. Review the privacy collection statement, you will need to select '*I have read and understood the Privacy Collection Statement*' to continue.
7. Complete the ReCaptcha, to ensure the system recognises the registration is being completed by an individual.



8. To complete your registration, select **Create Account**.
9. A confirmation email will be forward to your nominated email address, please ensure to check your spam/junk folders if the email has not been received within one hour.

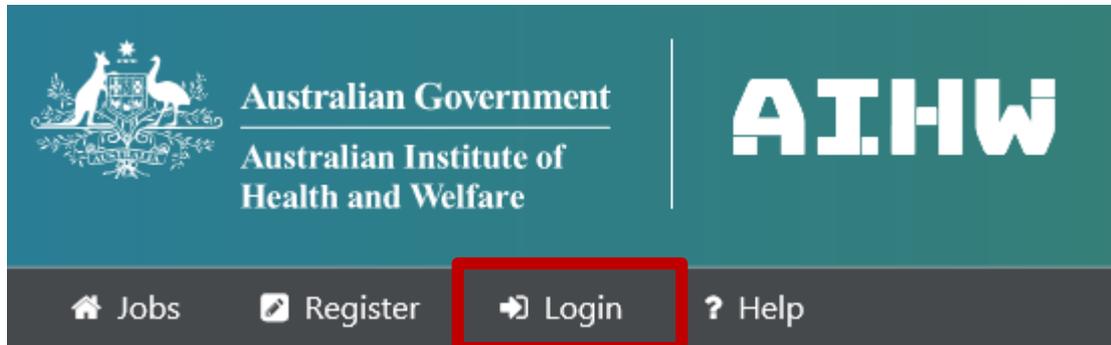
Select the '*activation link*' to activate your account, this will allow you to log in and apply for positions with the AIHW.

Should you require assistance please email [recruitment@aihw.gov.au](mailto:recruitment@aihw.gov.au) or alternatively call 02 6244 1000

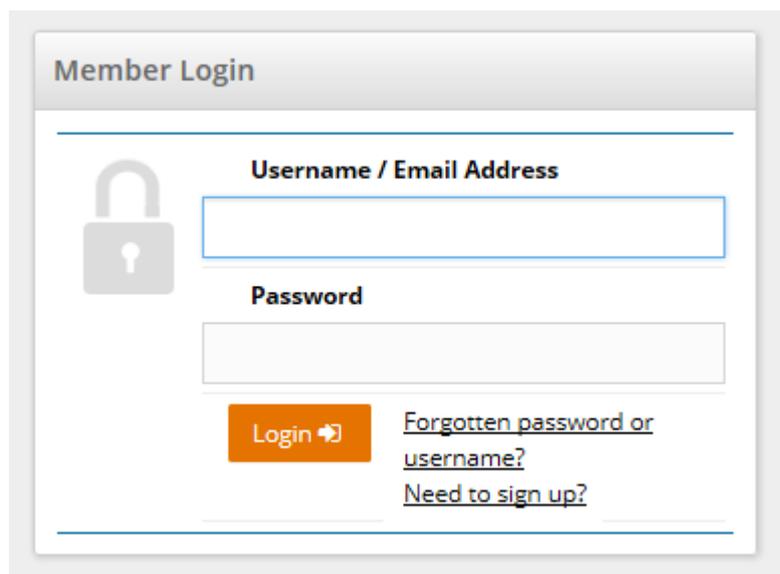
## How to apply for a position in e-Recruit

To access e-Recruit please visit the Careers page on the AIHW website and select **view vacancies**.

1. Select **Login**



2. Enter your **username** and **password** and select **login**.

A screenshot of the 'Member Login' form. The form is titled 'Member Login' and is enclosed in a light grey border. It features a lock icon on the left side. There are two input fields: the first is labeled 'Username / Email Address' and the second is labeled 'Password'. Below the input fields is an orange 'Login' button with a right-pointing arrow icon. To the right of the button are two links: 'Forgotten password or username?' and 'Need to sign up?'. The form is set against a white background with a light grey border.

3. Select the title of the position you wish to apply for

2 jobs match your selections

**AIHW Temporary Employment Register** # 10010  
Non-ongoing/Temporary Canberra, Sydney

The Australian Institute of Health and Welfare (AIHW) is looking for applicants interested in being included on our Temporary Employment Register.

[more details ...](#)

Posted : 17/04/2018 Closing: Open Ended

**Executive Level 1 - Bulk Round** # 10008  
Ongoing/Permanent, Non-ongoing/Temporary Canberra

The AIHW is seeking talented and passionate executive level professionals to work in a number of our analytical units.

[more details ...](#)

Posted : 17/04/2018 Closing: 18/04/2018

4. Review the details of the advertised position, to apply, select 'apply now'

Position Details	
Reference Number	10011
Position Title	AIHW Temporary Employment Register
Employment Type	Non-ongoing/Temporary
Organisation	AIHW Various Units
Location	Canberra, Sydney
Enterprise Agreement Classification	AIHW Enterprise Agreement 2016 - Various Levels
Salary	\$50,423.00 to \$135,205.00
Hours	37 hours 5 minutes (full-time)
Position Summary	<b>Temporary Employment Register</b> The AIHW is looking for candidates interested in registering for potential short term employment opportunities with the institute, in either our Canberra or Sydney office.
Contact Person	Recruitment Officer
Contact Number	(02) 6244 100_
Closing Date	Open Ended
Position Description	Bulk EL1 Position Profile FINAL.PDF

Please note that this position will close at 11:45pm on the closing date.  
Please ensure your application is added before this time as we do not accept late applications.

[Print](#) [New Search](#) [Apply Now](#)

- Upload a current version of your resume, by selecting '*upload resume*', e-Recruit will scan your resume and prefill as many fields as possible, such as your name and address. Please ensure to quality check all fields prior to finalising your application. Select '*next*' to continue your application

**Apply for Position**

Rectangular Snip

You are about to apply for the following position.

Please confirm that the details below are correct before continuing.

Position Details	
<b>Reference Number</b>	10008
<b>Position Title</b>	Executive Level 1 - Bulk Round
<b>Employment Type</b>	Ongoing/Permanent Non-ongoing/Temporary
<b>Organisation</b>	AIHW Various Units
<b>Location</b>	Canberra
<b>Enterprise Agreement Classification</b>	AIHW Enterprise Agreement 2016 - Various Levels

**Load Resume**

By loading your resume first we can extract details to prefill certain aspects of your application such as name and address. If you have loaded a resume into your profile

[Upload Resume](#)

supported document types: doc,docx,pdf

[← Back](#)
[Next →](#)

- Record your personal and contact details, noting all fields with an (\*) is a mandatory field.

Personal Details	
* <b>Title</b>	Please Select <input type="button" value="v"/>
* <b>Given Names</b>	Lisa
<b>Preferred Given Name</b>	
* <b>Surname</b>	Murray
Contact Details	
<b>Home Phone</b>	( ) ___ __
<b>Business Phone</b>	( ) ___ __
<b>Mobile Phone</b>	_____
<b>International Number</b>	
<b>Skype</b>	
* <b>Preferred Number</b>	Please Select <input type="button" value="v"/>

7. Record your address details, noting all fields with an (\*) is a mandatory field.

Residential Address	
Address Search	<input type="text" value="Enter a location"/>
* Address	<input type="text"/>
* Suburb	<input type="text"/>
* State	<input type="text" value="Please Select"/> <input type="button" value="v"/>
* Postcode	<input type="text"/>
* Country	<input type="text" value="Please Select"/> <input type="button" value="v"/>

Postal Address	
Same as Residential Address	<input type="checkbox"/>
* Address	<input type="text"/>
* Suburb	<input type="text"/>
* State	<input type="text" value="Please Select"/> <input type="button" value="v"/>
* Postcode	<input type="text"/>
* Country	<input type="text" value="Please Select"/> <input type="button" value="v"/>

8. Record your rights to work in Australia and indicate if you are a current employee of the Australian Public Service (APS), noting all fields with an (\*) is a mandatory field.

Work Rights	
* Are you an Australian Citizen?	<input type="text" value="Please select"/> <input type="button" value="v"/>
* Are you a current APS employee?	<input type="text" value="Yes"/> <input type="button" value="v"/>
AGS Number	<input type="text"/>
* Current Agency	<input type="text"/>
* Employment Type	<input type="text" value="Please Select"/> <input type="button" value="v"/>

9. Record your qualification details, which includes tertiary, highest level or vocational training.

**Qualifications**

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 [add qualification](#)

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**Other Education**

**What is your highest Level of Education?** Please Select ▼

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**Please list details of any other completed courses that may be relevant to your application**

10. Record if you have received a redundancy from an APS Agency within the past 12 months

\* **Have you received a redundancy benefits from an Australian Public Service (APS) Agency within the last 12 months?** No ▼

11. Upload all required documents, click on select to locate your document(s).

Supporting Documents		
Document Type	Required/Optional	Document Name
Resume	Required	(select)
Cover Letter	Optional	(select)
other	Optional	(select)

12. Once you have located your document, highlight and select 'upload'. Once your document has been loaded select 'attach selected documents'

**Resume Selection**

**Upload Resume** Upload

Uploaded documents will be added to your profile.

---

Cancel
Attach Selected Document 

13. To view and/or amend a supporting document, click on the **'document name'** or select **'change'**.

Document Name
LM CV June 2017.docx (change)
(select)
(select)

3. Once all supporting documents have been successfully uploaded click on **'next'** to continue your application.

[← Previous](#) [Save and Exit](#) [Next →](#)

4. Record your referees, noting, referees will only be contacted following a discussion with you. To add a referee select **'add new referee'** and record their details.

### Referees

There are no referees saved in your profile.

[+ add new referee](#)

#### New Referee Details

* Full Name	<input type="text"/>
* Relationship to Referee	<input type="text"/>
* Organisation	<input type="text"/>
* Position Title	<input type="text"/>
Business Phone	( ) ____
Mobile Phone	____
Home Phone	( ) ____
International Number	<input type="text"/>
* Preferred Number	Please Select <input type="button" value="v"/>
Email Address	<input type="text"/>

**Note:** e-Recruit has fields to record the referees address, address details are not required.

5. e-Recruit allows you to record a number of referees, however you can nominate specific referees for each application you submit. To continue your application, tick the box beside the name of the referee for this application and then click 'next'.

Referees		
<input type="checkbox"/>	Name	Type of Reference : Organisation
<input checked="" type="checkbox"/>	Scott Guthrie	Work Related : AIHW
<a href="#">+ add new referee</a>		

< Previous
Save and Exit
Next >

6. If the role requires, provide responses to each of the selection criteria questions. **Note the maximum word limit.** Complete your questions in Microsoft Word, quality check your word count, copy and paste into e-Recruit.

**Selection Criteria**

**1 : Shapes strategic thinking - This is about your ability to understand the link between the work of the Unit, the Institute and the whole of government agenda. This is demonstrated by your analytical thinking and sound judgement to translate strategic objectives to operational goals.**

(maximum 500 words)

0 Characters | 0 Words

7. Understanding the diversity of our workforce is important to the AIHW, whilst also supporting broader APS reporting requirements.

* Gender	Please Select <input type="button" value="v"/>
* Age Range	Please Select <input type="button" value="v"/>
Country of birth	Please Select <input type="button" value="v"/>
* Was English the FIRST language you spoke?	Please Select <input type="button" value="v"/>
Nationality	Please Select <input type="button" value="v"/>

AIHW - Mercury eRecruit encourages applications from Indigenous Australians

\* **Do you identify yourself as Aboriginal or Torres Strait Islander?**

Please Select



It is the policy of AIHW - Mercury eRecruit to welcome applications from people with di

\* **Do you identify yourself as a person with disability?**

Please Select



Once you have responded to all of the above questions, select 'next'

< Previous

Save and Exit

Next >

8. Please review and respond to all questions under the section titled 'declarations', use the drop down menu options located to the right of each question.

Declarations

\* As a condition of employment at the AIHW all new employees engaged for more than six weeks must complete a police records check. Please be aware that your application cannot progress without consent to a National Police Records Check. Are you willing to undergo a national police records check if required?

Please select

9. Each applicant will need to provide consent to complete a **national criminal record check**. This is a three step process:
- Please review all text and select '**Read and Accept**', this will open a new window
  - Review all text relating to completing a national criminal record check and select '**I consent**', close this window and return to the main screen
  - At the bottom of the main screen, select the tick box to indicate you provide consent to participate in a national criminal record check.

Read and Accept



I Consent



10. The AIHW is interested to learn where you heard about each of its advertised position, please select a response from the drop down menu, then click 'submit application'.

Media

\* **Where did you first see or hear about this vacancy?**

Please Select



11. An email confirmation the receipt of your application will be sent to your nominated email address.
12. To view or update or withdraw your application, log into e-Recruit, select your name in the top right hand corner of the screen and select '**application history**'. If the position has not closed, you will be able to make amendments to your application.

Application History			
Ref#	Position Title	Status	Last Updated
10010	<a href="#">AIHW Temporary Employment Register</a>	Complete	18/04/2018
10008	<a href="#">Executive Level 1 - Bulk Round</a>	Complete	17/04/2018

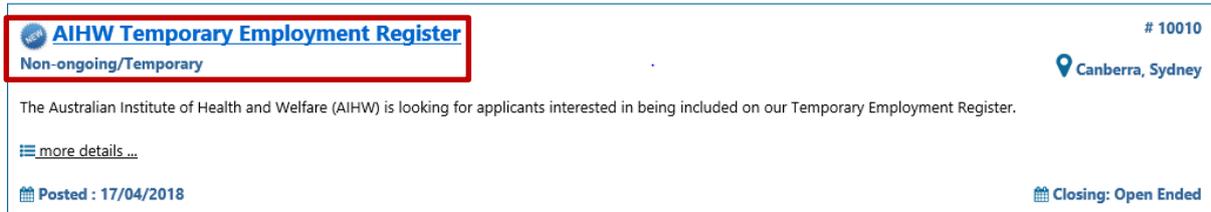
Options: View  Go

Options: View  Go

## How to apply for the AIHW Temporary Employment Register

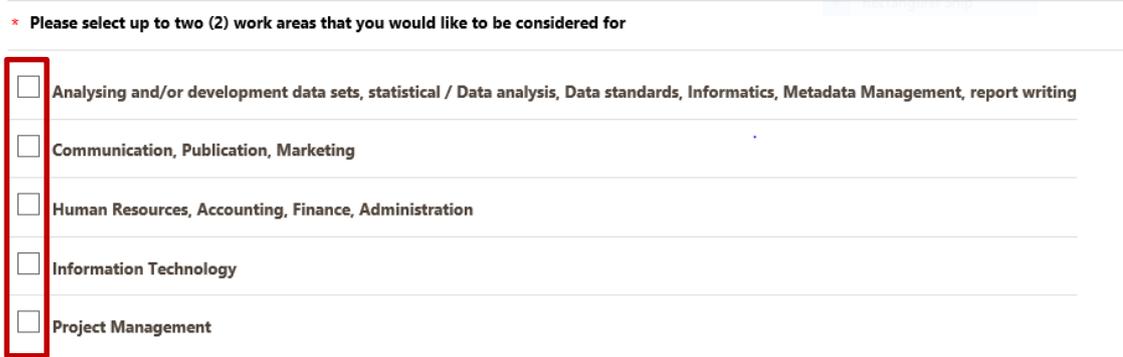
Applying for the AIHW Temporary Employment Register is the same as applying for any role with the AIHW in e-Recruit, however there are a couple of different screens to record information. Below outlines the additional screens which will appear when applying.

1. To apply, select the AIHW Temporary Employment Register job link.



The screenshot shows a job listing for the AIHW Temporary Employment Register. The title "AIHW Temporary Employment Register" is highlighted with a red box. Below the title, it says "Non-ongoing/Temporary". The location is listed as "Canberra, Sydney" with a location pin icon. The job number is "# 10010". The description states: "The Australian Institute of Health and Welfare (AIHW) is looking for applicants interested in being included on our Temporary Employment Register." There is a link for "more details ..." and the posting date is "Posted : 17/04/2018". The closing status is "Closing: Open Ended".

1. The position details will be displayed to verify the vacancy you wish to apply for. To commence an application, click apply now, and next to commence your application.
2. Complete all screens as per the **How to apply for a position in e-Recruit instructions** (above).
3. To assist with job fit, please nominate two work areas that you would like to be considered for.



The screenshot shows a selection screen for work areas. The instruction is: "\* Please select up to two (2) work areas that you would like to be considered for". There are five radio button options, each with a red box around the button:

- Analysing and/or development data sets, statistical / Data analysis, Data standards, Informatics, Metadata Management, report writing
- Communication, Publication, Marketing
- Human Resources, Accounting, Finance, Administration
- Information Technology
- Project Management

4. The AIHW has offices located in Canberra and Sydney, nominate your preferred work location



The screenshot shows a selection screen for work location. The instruction is: "\* The AIHW has offices located in Canberra and Sydney, please nominate your preferred work location?". There are two radio button options, each with a red box around the button:

- Canberra
- Sydney

5. Nominate your available start date and your preferred work pattern, either full or part time.



The screenshot shows two selection screens. The first screen has the instruction: "\* Please nominate your available start date" and a date input field with a calendar icon, highlighted with a red box. The second screen has the instruction: "\* Please nominate your work pattern" and two radio button options, each with a red box around the button:

- Full Time
- Part Time

6. Nominate your salary expectations

\* **Please nominate your salary expectation?**

7. Please declare if you have received a redundancy from an APS Agency within the past 12 months.

\* **Have you received a redundancy benefits from an Australian Public Service (APS) Agency within the last 12 months?**

8. You will now need to consent to undertaking a national criminal record check, following which you can submit your application.

9. Once you have submitted your application you will receive a confirmation email.

**Note: Your application will be retained for a period of six months; it is recommended that you resubmit your application to ensure you can be considered for future opportunities with the AIHW.**